

Version 10.5

1. Click on "Names" which is the fifth item on the top of your screen.
2. Highlight "TASK INFO" and click one time.
3. On the upper left there is a yellow + sign. Click on that one time.
4. Now type the CJA Category like "16a Interview"
5. On the far right hit there is that same yellow + sign that you already clicked on. (Don't click it) Look underneath that yellow plus sign. There is a square picture of a floppy disk. Click one time on this. (This is the box that saves your work).
6. A new screen will appear and it will allow you to enter information in the box marked "Name". Unless you want to put more detailed information than "16a Interview" (and there is no reason to put any more info) just leave it blank.
7. Click your "TAB" key 3 times.
8. Your computer cursor will now be in the box titled "RATE". Type the CJA hourly rate.
9. Now look below the rate you entered. Four lines down there is a box titled "Bill Status". You want the normal bill status to be "Billable".
10. There is an downward pointing arrow next to the "Bill Status" box. Click one time on that arrow.
11. Move the mouse so that the word "billable" is highlighted and then click one time. The word billable will now be displayed
12. Look to your far right and click the square picture of a floppy disk (the save icon). It is on the far right and as always, it is under the yellow plus sign to save.

[These instructions were graciously provided by Daniel Horowitz, Esq.]